

DEPARTMENT OF HEALTH PROFESSIONS - DIRECTIVES

DIRECTIVE NO.: 1.4

EFFECTIVE: 9-1-2002

APPROVAL: /s/ Robert A. Nebiker

SUPERSEDE: 1.4, 8-14-96

1.4 Agency Staff Titles

Purpose: The purpose of this directive is to specify all approved staff working titles for the Department of Health Professions' employees.

Policy: All employees shall rely upon the titles specified in this Directive when communicating with clients and customers of this agency.

- Procedure:**
- A.** Any correspondence disseminated to personnel outside of the agency shall indicate the authorized title listed for the employee's name. Any vacancy that is filled, with the exception of positions that change classifications, shall retain the position title of the previous incumbent. The names reflected in this directive are current as of the date of issuance.
 - B.** The Director may upon written request authorize a change in title which will supersede this directive. All changes or requests for the use of new titles must be approved by the Director in writing prior to its use.
 - C.** Titles to be used are as follows:

Director's Office

Robert Nebiker	00001	Director
Dwuana Cunningham	00004	Office Manager
Gail Jaspen	00177	Chief Deputy Director
Mark Monson	00176	Deputy Director for Administration
Elaine Yeatts	00157	Senior Policy Analyst
Donna Whitney	00162	Intervention Program Manager
Susan Stanbach	P-14	Statistical Analyst
Paul Spera	P-14	Special Assistant to the Director

Human Resources

Deborah Barnett	00027	Director of Human Resources
Gail Vance	00093	Assistant Director of Human Resources
Vacant	00087	Human Resources Assistant
Barbara Lambert	P-14	Front Desk Receptionist
Gregory Minns	P-14	Human Resources Assistant

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Finance

Wayne Mullins	00061	Director of Finance
Anita Watkins	00089	Assistant Director of Finance
Cynthia Benfield	00174	Revenue Manager
Ellen Poore	00142	Revenue Officer
Deborah Pearson	00041	Disbursement Manager
Venita Gee	00011	Accountant
Vacant	00103	Payables Officer
Ashley Cummings	P-14	Fiscal Assistant
Tiffany Morrison	P-14	Fiscal Assistant
Donna Shropshire	00109	Agency Contracts Manager
Betty Revere	P-14	Senior Assistant Records Manager
Jack Lewis	00088	Purchasing Manager
Charles Giles	00171	Budget Manager
Vacant	P-14	Fiscal Assistant

Data Center

Patricia Paquette	00140	Chief Information Officer
Richard Nicula	00152	Database Administrator
John Jenkins	00159	Network Administrator
Kening Wang	00160	Systems Analyst
Carl Klima	00172	Network Engineer
LaDonna Duncan	00025	Senior Application Specialist
Sarah Blease	00165	Senior Application Specialist
Mike Gallini	00181	Web Developer
Amanda Carlson	P-14	Help Desk Assistant
Arielle Duncan	P-14	Computer Operator

Audiology/Speech-Pathology, Funeral Directors/Embalmers, & Physical Therapy

Elizabeth Young	00007	Executive Director for the Boards of Audiology and Speech-Language Pathology, Funeral Directors and Embalmers and Physical Therapy
Annie B. Artis	00078	Operations Manager
Vickie Hutson-McCloud	00030	Administrative Assistant
Pamela Horner	00029	Administrative Assistant
Tarwanda Tyler	P-14	Administrative Assistant
Aesha Hopson	P-14	Administrative Assistant
Tiffany Mallory	P-14	Administrative Assistant

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Dentistry & Nursing Home Administrators

Sandra K. Reen	00006	Executive Director for the Boards of Dentistry and Nursing Home Administrators
Cheri Emma-Leigh	00163	Operations Manager
Senita Booker	00058	Administrative Assistant
Kathy Lackey	00119	Administrative Assistant
Sheila Lester-Mitchell	P-14	Administrative Assistant
Brenda Duncan	P-14	Administrative Assistant

Medicine

William L. Harp, M.D.	00076	Executive Director for the Board of Medicine
Ola Powers	00008	Deputy Executive Director, Licensure
Karen Perrine	00042	Deputy Executive Director, Discipline
Kate Nosbisch	00161	Deputy Executive Director, Practitioner Information
Deborah Ordiway	00016	Administrative Assistant
Colanthia Morton	00133	Office Manager
Lisa Robinson	00066	Administrative Assistant
Lyn Christian	00014	Administrative Assistant
Carmen Quinones	00015	Administrative Assistant
Nicole Gordon	00101	Administrative Assistant
Pat Hanchey	00021	Senior Administrative Assistant
Peggy Sadler	00085	Administrative Assistant
Faye Dobson	00050	Administrative Assistant
Renee' Dixson	00155	Case Manager
Brenda Colgin	P-14	Administrative Assistant
Beverly Dickinson	P-14	Administrative Assistant
Jamie Burgos	Temp	Administrative Assistant

Nursing:

Nancy Durrett	00009	Executive Director for the Board of Nursing
Jay Douglas	00059	Deputy Executive Director, Discipline
Grace Johnson	00045	Deputy Executive Director, Nursing Education
Charlotte Creed	00017	Office Manager
Grace Floyd	00037	Administrative Assistant
Kimberly Baldwin	00116	Administrative Assistant
Laura Mueller	00032	Administrative Assistant

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Beverly Hutson-Bryan	00033	Administrative Assistant
Maria Holt	00034	Administrative Assistant
Amy Davis	00020	Administrative Assistant
Jeanette Meade	00117	Administrative Assistant
Dorcas Lett	P-14	Administrative Assistant
Sandy Tatum	P-14	Administrative Assistant
Virginia Williamson	P-14	Administrative Assistant

Nurse Aide Registry

Jodi Power	00090	Deputy Executive Director, Nurse Aide Registry Manager
Paula B. Saxby	00094	Deputy Executive Director, Nurse Aide Education
Francine Greer	00091	Administrative Assistant
LaVerne Winston	00092	Administrative Assistant

Optometry & Veterinary Medicine

Elizabeth Carter	00003	Executive Director for the Boards of Optometry and Veterinary Medicine
Carol Stamey	00022	Administrative Assistant
Terri Behr	00018	Administrative Assistant
Shawn Walker	P-14	Administrative Assistant

Pharmacy

Scotti Russell	00005	Executive Director for the Board of Pharmacy
Cathy Reiniers-Day	00146	Deputy Executive Director
Ralph Orr	00164	Deputy Executive Director
Heather Womack	00038	Administrative Assistant
Gloria Williams	00028	Administrative Assistant
Donna Lee	00035	Administrative Assistant

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Behavioral Sciences

Evelyn Brown	00068	Executive Director for the Boards of Counseling, Psychology, and Social Work
Benjamin Foster	00095	Deputy Executive Director
Arnice Covington	00123	Administrative Assistant
Rai Minor	00067	Administrative Assistant
Joyce Williams	00024	Administrative Assistant

Board of Health Professions

Elizabeth Carter	00003	Executive Director for Board of Health Professions
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Administrative Proceedings

James Banning	00031	Director, Administrative Proceedings Division
Susan Brooks	00026	APD Office Manager & Case Analyst
Lorraine McGehee	00057	Deputy Director, Administrative Proceedings Division
Cynthia Gaines	00070	Senior Adjudication Analyst
Tammie D. Hall	00071	Senior Adjudication Analyst
Patricia L. Larimer	00072	Senior Adjudication Analyst
Kelli Moss	00073	Senior Adjudication Analyst
Mykl D. Egan	00064	Senior Adjudication Analyst
Sheon J. Rose	00044	Senior Adjudication Analyst
Ann Tiller	00100	Senior Adjudication Analyst
Gayle Miller	00040	Senior Adjudication Analyst
John K. Dickinson	00141	Senior Adjudication Analyst
Mary K. Stacy	P-14	Senior Adjudication Analyst
Genette Y. Jones	P-14	Administrative Assistant

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Enforcement

Faye Lemon	00106	Director of Enforcement
Sammy Johnson	00051	Deputy Director of Enforcement
Andria Christian	00112	Senior Intake Analyst
Pat Baker	00107	Senior Intake Analyst
Shannon Roberson	00099	Senior Intake Analyst
Joyce Shelton-Jones	00113	Senior Administrative Investigator
Loretta Hopson-Bush	00075	Senior Intake Investigator
Charlie Holt	00111	Senior Administrative Investigator
Katherine Wax	00102	Compliance Manager
Susan Beasecker	00062	Compliance Analyst
Cassandra Winston	00114	Administrative Assistant
Tamika Hines	00086	Office Manager
Mamie Holmes	00170	Intake Assistant
Kim Holland	P-14	Administrative Assistant
Alexander Cocke	00104	Senior Investigator
Addison Hurst	00079	Regional Manager (NOVA)
Theodore Northup	00056	Regional Manager (Southwest)
Patricia Stigall	00080	Regional Manager (Tidewater)
Pamela Twombly	00105	Regional Manager (Central VA)
Nan Dunaway	00049	Pharmacy Inspector
Vicki Garrison	00060	Pharmacy Inspector
Robert Stout	00055	Pharmacy Inspector
Vacant	00048	Pharmacy Inspector
Don Jackson	00166	Pharmacy Inspector
Sandra Barton	00012	Senior Investigator
Leith Ellis	00128	Senior Investigator
Lisa Oliphant	00127	Senior Investigator
Lynne Austin	00129	Senior Investigator
Charles Johnson	00019	Senior Investigator
Tony Butera	00168	Senior Investigator
Colleen Lewis	P-14	Investigator
Martha Miller	00053	Senior Investigator
Vacant	00130	Senior Investigator
Alan McDonald	P-14	Investigator
Leona Stumm	P-14	Investigator
Susan Tokarski	00069	Senior Investigator
Sue Zich	00108	Senior Investigator
Lynn Helmick	00065	Senior Inspector
Marta Ishmael	00084	Senior Inspector
Jennifer Challis	00167	Senior Inspector
Debra Hay-Pierce	P-14	Investigator

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Gayle Smith	P-14	Investigator
Jennifer Baker	00132	Senior Investigator
Doris Berrier	P-14	Investigator
Keith Dressler	00083	Senior Inspector
Pat Fisher	P-14	Investigator
Laura Baldwin	P-14	Investigator
Chris Meincke	00169	Senior Administrative Investigator
Lily de-Aristizabal	00143	Senior Investigator
Debbie Wintermantel	00081	Senior Investigator
June Morrison	00131	Senior Investigator
Anthony Sellers	00013	Senior Investigator
Vacant	P-14	Administrative Assistant
Ermina Memnic	P-14	Administrative Assistant
Shelfunda Williams	P-14	Administrative Assistant
Neil Berkowitz	P-14	Intake Investigator
Vacant	P-14	Administrative Assistant
Jamie Brown	P-14	Compliance Investigator
Peggy Call	P-14	Compliance Investigator
Vacant	P-14	Administrative Assistant